

Technical Branch
Miscellaneous Technical Group
Community Development Series

GRANT TECHNICIAN

02/95

Summary

Under general supervision, perform administrative and clerical work in the area of planning and monitoring community development - related grants.

Typical Duties

Assist in grant monitoring. Involves: physically inspecting project sites; recording and monitoring grant funded agencies' progress reports; assisting in preparation of environmental assessment or handicapped accessibility reports; assisting in reviewing funding applications for completeness and processing agency billings; compiling data using personal computer software.

Perform research related to grant projects. Involves: gathering data for reports and research project and for inclusion in plans and grant applications, conferring with other departments or agencies to obtain information; surveying other cities or agencies to determine available programs; visiting agencies to observe contractor compliance with local handicapped accessibility requirements, State and Federal environmental regulations; assisting with costing projects and proposals; assisting in the preparation of program descriptions and budgets.

Prepare handbooks, project reports, visual displays and similar materials. Involves: organizing information in accordance with specified guidelines; using computer word processing, spreadsheet or similar software applications to input data and produce documents; composing, proofreading, correcting and updating written materials; using graphic or desktop publishing applications or freehand techniques to design and produce brochures, displays and posters; distributing promotional or other material.

Perform related duties as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing specified duties and responsibilities essential to maintaining continuity of operations and similarly performing any duties of coworkers, if necessary; providing information on departmental and program activities to the public; preparing news releases for local media.

Minimum Qualifications

Training and Experience: Completion of an Associate's Degree or two years course work in Business Administration, Sociology, Social Work, Psychology or a related field and two years of technical or clerical experience associated with social or governmental programs, projects or grants, including one year experience in the preparation or revision of reports, documents and databases using personal computers; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: office practices and procedures. Good knowledge of: English, grammar, spelling and punctuation; research methodology and data and information gathering techniques. Some knowledge of: word processing, spreadsheet and graphic computer software applications; governmental community development programs; bookkeeping techniques.

Ability to: interpret complex governmental publications, catalogs and documents; utilize personal computer to enter and obtain data; analyze computer-generated reports and data; perform mathematical calculations; communicate effectively orally and in writing to make presentations and prepare reports as required; establish and maintain effective working relationships with fellow employees, officials and the general public.

Skill in the use of personal computer hardware and software comparable to that currently installed.

Licenses and Certificates: Texas Class "C" driver's license.

Director of Personnel

Department Head